

**DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
HEAD COOK  
OLIVER WOLCOTT TECHNICAL HIGH SCHOOL**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE**

**Open To:** The Public

**Location:** 75 Oliver Street, Torrington, CT 06790

**Hours:** 6:00 a.m. – 2:00 p.m.

**Salary:** \$22.04 Per Hour

**Closing Date:** December 3, 2013

**Posting #:** 63028

**EXAMPLE OF DUTIES:**

Plans kitchen workflow and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains kitchen procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies, and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare reports and correspondence; inspects and requisitions food and supplies; supervises the cleaning of kitchen and other food service areas and of equipment; may plan menus and be responsible for serving of meals; performs the full range of duties as outlined in the Cook specification; performs related duties as required.

**GENERAL KNOWLEDGE:**

Considerable knowledge of and ability to apply cooking principles and techniques on a quantity basis; considerable knowledge of institutional cooking methods; knowledge of health and safety requirements in food service; interpersonal skills; oral and written communication skills; ability to prepare menus and keep records; some supervisory ability.

**GENERAL EXPERIENCE:**

Three (3) years of experience in the preparation and cooking of food.

**SPECIAL REQUIREMENT:**

One (1) year of the General Experience must have been in the preparation of food on a quantity basis. **Note:** For State employees, the Special Experience will be interpreted at or above the level of Cook.

**PREFERRED EXPERIENCE:**

Food service experience in a school environment or in a setting with an adolescent population. The preferred candidate has also obtained certification in safe preparation and service of food or other appropriate documentation attesting to the applicant's knowledge of health and safety requirements in food service.

**PHYSICAL REQUIREMENT:**

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. Candidates must be free from communicable diseases. A physical examination may be required.

**WORKING CONDITIONS:**

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to risk of injury from equipment and utensils used in the kitchen.

**Note:**

1. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
2. The incumbent in this position will work only when school is in session and school lunch is served.

**ELIGIBILITY REQUIREMENT:**

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) pertinent professional letters of recommendation

**Oliver Wolcott Technical High School****75 Oliver Street****Torrington, CT 06790****ATTN: Fran Carpenter****TEL: (860) 496-5300****FAX: (860) 496-9022****E-MAIL: [fran.carpenter@ct.gov](mailto:fran.carpenter@ct.gov)**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie

Equal Employment Opportunity Director/American with Disabilities Act Coordinator

State of Connecticut Department of Education

25 Industrial Park Road

Middletown, CT 06457

860-807-2101

[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty

Education Consultant

Connecticut Technical High School System

25 Industrial Park Road

Middletown, CT 06457

860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education

Office for Civil Rights

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617-289-0111

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(Matters related to race, color, national origin, age, sex and/or disability)

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**